



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

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Recordkeeping Information

The National Organic Program requires that the following records be maintained by certified organic businesses:

NOP§ 205.103 Recordkeeping by certified operations states:

- (a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s)).”
- (b) Such records must:
 - (1) Be adapted to the particular business that the certified operation is conducting;
 - (2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
 - (3) Be maintained for not less than 5 years beyond their creation; and
 - (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.
- (c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program’s governing State official, and the certifying agent.

Material Application Records

You may use the **Organic Material Application Record** forms included with this application to record materials applied. You may make copies of this form as necessary. **DO NOT return these recordkeeping forms to the Organic Food Program with your application.** These forms are for your own records. Records of material applications must be available during your inspections.

Pesticide Application Records

You must maintain complete and accurate records of all applications of pesticides to your organic crops. These records must comply with the requirements of the WSDA’s Pesticide Management Program. For more details visit www.agr.wa.gov/pestfert/default.htm.

Organic Seed Verification

The National Organic Program requires that producers use organic seeds unless organic seeds are not commercially available.

NOP§ 205.204 Seeds and planting stock practice standard.

- (a) he producer must use organically grown seeds, annual seedlings, and planting stock:
Except, That,

- (1) Nonorganically produced, untreated seeds and planting stock may be used to produce an organic crop when an equivalent organically produced variety is not commercially available: *Except*, That, organically produced seed must be used for the production of edible sprouts.

You must have records verifying your attempts to source organic seeds available at the time of inspection. These can include seed catalogues, letters from your seed suppliers, and other documents that clearly indicate to the inspector your attempts at sourcing organically produced seeds.

Sales/Yield Records

When calculating your gross annual sales of organic food products, sales from the following outlets must be included:

- Direct Sales:
 - Farmers Markets,
 - Farm Stands,
 - Community Supported Agriculture (CSA) shares,
 - Retail outlets.
- Wholesale Sales:
 - Warehouses,
 - Handlers,
 - Brokers,
 - Organic food processors.

If you sell through both direct and wholesale venues, you must include sales from both. **When calculating your gross annual sales of organic food products, you must include all sales from the 2003 calendar year.**

Records of all sales of organic food products must be made available at the time of your organic food inspection so that an audit may be conducted.

Note: All business related information submitted or collected is confidential and exempt from public inspection and copying (RCW 15.86.110).